

**NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

MINUTES

~ *SPECIAL MEETING* ~

Tuesday, June 22, 2017 4pm

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

and

Michelle Rutledge via Skype/Phone:

34-4725 Spearhead Drive Whistler, BC Canada

1. Initial Matters
 - a. Roll Call
 - b. Call to Order at 4:05pm
 - c. **Roll Call** In attendance: **Trustees Madeleine Sloane, Jason Snell and (via teleconference) Michelle Rutledge.** Also in attendance: **Superintendent Tom Lohwasser, Principal Barbara Snekkevik, Interim Chief Business Official Margie Bonardi and Office Manager Mikki McIntyre and Nancy Neu**

2. Open Session Agenda
 - a. Patriotic Moment honoring the 4th of July in celebration of our nation's independence and hoping for the future well being of this country
 - b. Approval and Adoption of Open Session Agenda
Action: M/S: Sloane/Rutledge to approve and adopt Open Session Agenda **Vote: 3/0**
Ayes: Rutledge, Sloane, Snell; Noes: None

3. Public Comment
 - a. Holly McArthur expressed her appreciation to Supt. Lohwasser for all of his service to Nicasio School and said all will miss him. Everyone in attendance seconded Holly's comments.

4. Business Services
 - a. Approve 2017-18 Local Control Accountability Plan (LCAP) *Discussion:* Principal Snekkevik said minor corrections were made to typographical errors, but there were no substantive changes since the public hearing. She said the document has been submitted to MCOE with the budget. Margie Bonardi clarified that not all expenditures are in the LCAP, as not all funds are included in the document.
Action: M/S: Sloane/Rutledge to approve 2017-18 LCAP **Vote: 3/0** *Ayes: Rutledge, Sloane, Snell; Noes: None*

- b. Approve Adoption of 2017-18 Budget *Discussion:* Margie said the budget was developed with the best assumptions available at the time and there are no anticipated revisions until later in the summer. She added that the 2% increase in property taxes is a conservative assumption, but the rolls could possibly go higher this year.
Action: M/S: Sloane/Rutledge to approve Adoption of 2017-18 Budget **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

- c. Approve 2017-18 Consolidated Application
Action: M/S: Sloane/Rutledge to approve 2017-18 Consolidated Application **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

- d. Consider Approval of Resolution 2016-17 #8 Tax Anticipation Note (TAN) *Discussion:* Supt. Lohwasser explained that most districts, especially those which are basic aid, pass this resolution so they can continue to meet their cash flow obligations until their tax revenues are received.
Action: M/S: Sloane/Rutledge to approve Resolution 2016-17 #8 TAN **ROLL CALL Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

- e. Consider Approval of Resolution 2016-17 #9 Regarding the Education Protection Account (EPA) for 2017-18 *Discussion:* Margie explained that each year the district must report how much Prop. 30 funding it received and how those funds will be used. The District will be spending the funds on the general category of education and not on administrative salaries, she noted.
Action: M/S: Sloane/Rutledge to approve Resolution 2016-17 17 #9 Regarding the EPA for 2017-18 **ROLL CALL Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

- f. Consider Approval of Resolution 2016-17 #10 Regarding Budget Transfer of Funds for Year End Closing
Action: M/S: Sloane/Rutledge to approve Resolution 2016-17 #10 Regarding Budget Transfer of Funds for Year End Closing **ROLL CALL Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

- g. Approve Marin County Aeries SIS Consortium 2017-18 Contract for Basic Aeries Hosting Services
Action: M/S: Sloane/Rutledge to approve Marin County Aeries SIS Consortium 2017-18 Contract for Basic Aeries Hosting Services **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

- h. Approve Con E Solutions 2017-18 Statement of Work
Action: M/S: Sloane/Rutledge to approve Con E Solutions 2017-18 Statement of Work **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; *Noes:* None

- i. Approve Lozano Smith 2017-18 Agreement for Legal Services *Discussion:* Supt Lohwasser advised approval of the contract in case the need arises for an attorney specializing in personnel issues.
Action: **M/S: Sloane/Rutledge** to approve Lozano Smith 2017-18 Agreement for Legal Services **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
 - j. Approve Jerry and Don's Pump & Well Service Agreement 2017-2018
Action: **M/S: Sloane/Rutledge** to approve Jerry and Don's Pump & Well Service Agreement 2017-2018 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
 - k. Quarterly Report on Williams Uniform Complaints
 - i. Oct-Dec 2016
 - ii. Apr-Jun 2017*Action:* **M/S: Sloane/Rutledge** to approve Quarterly Reports on Williams Uniform Complaints for Oct-Dec 2016 and Apr-Jun 2017 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
5. Administrative/Organizational
- a. Approve 2017-18 Nicasio School Board Schedule
Action: **M/S: Sloane/Rutledge** to approve 2017-18 Nicasio School Board Schedule with the modification of changing the proposed Feb. 1, 2018 meeting date to Wednesday, January 31, 2018. Meeting time at 5pm. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
6. Personnel
- a. Approve Contract Services Agreement with Marin County Office of Education for 2017-18 Support of Superintendent for Business Services
Action: **M/S: Sloane/Rutledge** to approve Contract Services Agreement with MCOE for 2017-18 Support of Superintendent for Business Services **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
 - b. Approve Principal Contract for 2017-18
Action: **M/S: Sloane/Rutledge** to approve Principal Contract for 2017-18 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None
 - c. Approve Revised 2016-17 Classified Salary Schedule to Include Classification for Business Office Assistant Position *Discussion:* Margie explained that Angelique Borges has resigned from the contract position with NSD because Bolinas-Stinson SD is hiring her fulltime. She said Angelique has offered to continue working for NSD as a special assignment until the position is filled. Margie noted that there is not currently anything on the salary schedule for that position. Trustee Snell expressed concerns about someone filling that position in a "moonlighting" capacity. Supt.; Lohwasser advised monitoring of the arrangement while keeping options open for other solutions. Margie

said this is considered an open position and that the ideal would be to find someone dedicated to the position.

Action: **M/S: Rutledge/Sloane** to approve Revised 2016-17 Classified Salary Schedule to Include Classification for Business Office Assistant Position **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- d. Consider Approval for the Employment of an Extra Hire in the Business Office Assistant Position *Discussion:* See related discussion above (item 6c.).

Action: **M/S: Sloane/Rutledge** to approve Approval for the Employment of an Extra Hire in the Business Office Assistant Position **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

7. Facility

- a. Approve Jerry and Don's Pump & Well Service Quote #5546 for Replacement of Drinking Water System Filter

Action: **M/S: Sloane/Rutledge** to approve Jerry and Don's Pump & Well Service Quote #5546 for Replacement of Drinking Water System Filter **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

8. Other Business

- a. Supt. Lohwasser provided the following statement at the conclusion of his final NSD Board meeting prior to retirement:

"I serve another school board and have served the Dixie School District for 27 years, and I'd like to think I've made a positive mark there. I stepped into the position at Nicasio as a favor to (former) Superintendent Stephen Rosenthal. It has always been important to me that the school thrives, and I always look forward to coming out here. I am proud of the work we've done. There have been some serious personnel, community and budget issues we had to address, and it was a difficult transition losing (former principal) Christy (Stocker) – but we've gotten through it all, and I think we're in pretty good shape. We have a great young principal who has a ton of potential and connections to ensure her success. She likes being here, and you can't pay for that.

"Nancy Neu (interim superintendent) is well known in Marin, especially for her roles with Novato, Tam and Shoreline school districts. She has a close relationship with (MCOE Superintendent) Mary Jane Burke, which is vital for this District. I think you will be in good hands."

- b. Supt. Lohwasser also explained that technology specialist Kevin Ngyuen is helping to incorporate NSD into Dixie School District's emergency call-out system, School Messenger. He said the system, at no cost to the District, will enable the school to notify families instantly and easily via phone, text or email in the event of an emergency.

9. Correspondence

- a. Re: 2017-18 Interim Superintendent Services, Mary Jane Burke, Marin County Superintendent of Schools, June 14, 2017
- b. Re: Fee Schedule for 2017-18 Fiscal Year, Carl Corbin, General Counsel, School & College Legal Services of CA, June 7, 2017

10. Adjournment

Action: **M/S: Sloane/Snell** to adjourn meeting. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell;
Noes: None

Respectfully Submitted,

Mikki McIntyre

Unadopted Adopted

Madeleine Sloane, Clerk